

Renewing Your ESA Agreement

Each ESA agreement is an annual contract that must be renewed before June 30th of every year. Renewal documents will be sent after the 4th quarter disbursement and will be similar to the initial agreement packet. The renewal packet will be sent to all ESA parents who currently maintain active accounts. Similar to the contract packet, the renewal packet will have one or several documents included that parents should pay special attention to, they are:

Request for Current Determination

Before an account holder receives a renewal packet, an evaluation of previously submitted paperwork (IEPs/METs or 504 plans) is conducted to ensure the Department has the most current evaluation for the qualified student. If it is found to be out of date, the Department will request an updated determination to be mailed back with the renewal packet. **Packets will not be processed unless a copy of the current determination is included in the return packet.**

Award Change Letter

The Award Change Letter details the previous year's ESA award amount and informs parents of changes to the scholarship amount for the upcoming school year.

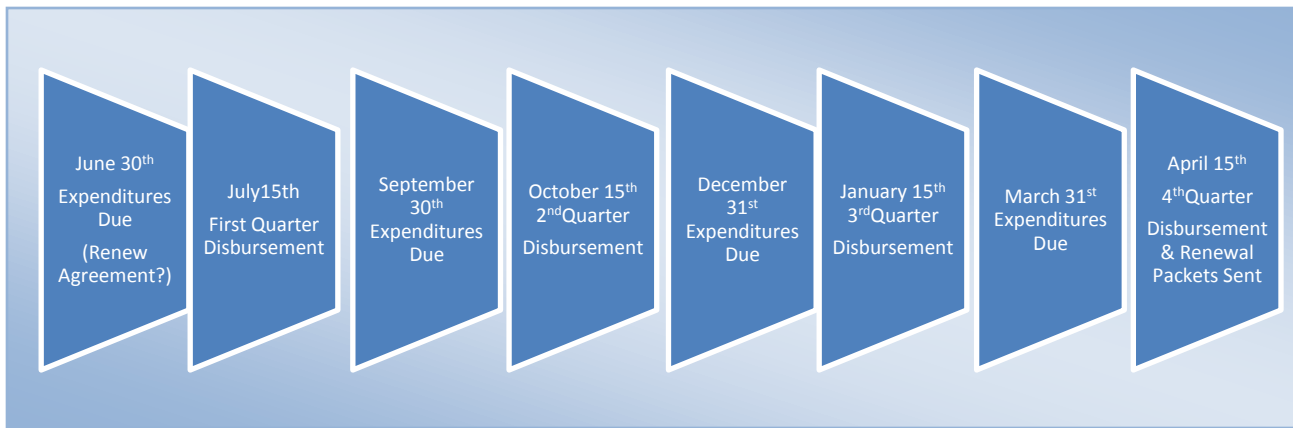
Renewal Packet Documents

- 1) Checklist
- 2) [Award Change Letter](#)
- 3) [Renewal agreement](#)
- 4) [Request of Current Determination](#)
- 5) [Expenditure Verification Instructions](#)

Notice of Non-Renewal

The Arizona Department of Education (ADE) may choose not to renew an ESA contract with a parent of a qualified student Pursuant to ARS § 15-2403. A "Notice of Non-Renewal" will be sent to the parent detailing the decision as well as information on the appeal process. To see a sample copy of the notice, please [click here](#).

Annual Submission Dates and Renewal Timeline



*Expenditure submission and disbursement dates will not change from year to year.

What You Need To Do To Renew

1. Await the ESA Renewal Packet that will arrive after 4/15. Follow the instructions regarding renewal.
2. Update your 'Eligibility Determination' (If requested in the packet) by following the [AZ-TAS](#) guidelines or contact your school district.
3. If required, submit the 'Eligibility Determination Form' with your renewal agreement once it has been created by your district.

FAQ's About ESA Renewal

[What happens if I cannot get an updated 'Eligibility Determination Form' from my school district before the first disbursement date?](#)

- If there is a delay in acquiring a new 'Eligibility Determination Form' from the district, ESA staff will conditionally approve renewal contracts and disburse funds once the form has been submitted. ESA staff will not remove existing qualified students from the program, but will delay funding until the requested documentation is presented.

[What if my district school changes the eligibility of my child, will the funding change?](#)

- ESA staff is beholden to the laws established by the state legislature. Funding for ESA students is based on a "district determination" and can be altered due to a change in eligibility determined by the district.

[I want my child to have a full IEP developed, but the district is refusing to create one-- why?](#)

- IEPs are a determination created by the local districts under federal and state law. By accepting an ESA, parents have chosen to remove themselves from the public system that develops IEPs. Parents may use ESA funds to contract with a district to develop an IEP, but must pay for their services.

[Are there any other reasons why a qualified student would not be eligible for renewal besides reasons that are outlined in the “Non-Renewal Letter”?](#)

- The Department has been given the authority to remove ESA students from the program for any reason. However, ESA staff will give the reason for removal in private correspondence to the parent and outline the process for appealing the Department’s decision.

[If I’m waiting for an ‘Eligibility Determination’ from my district, but want to accept the ESA for this year should I return the renewal packet immediately or wait and return everything at once?](#)

- If the Department requests an ‘Eligibility Determination Form’ to maintain eligibility then first contact your last attended public school district to obtain one. The request can take up to sixty days to process. The Department understands that this can take a while, so return the renewal packet before June 30 with or without the updated determination. If you return it without, simply state in the returned packet that you will be submitting the ‘Determination Form’ once you receive it.

[Why would funding change for my child?](#)

- There are many reasons why funding would change for an ESA student year to year. The most common changes are related to age and grade. Kindergarten and Pre-School students are only funded for half the amount that 1st-12th graders are funded for; 1st-3rd graders also receive a slight bump in funding. A change in determination could also impact funding positively or negatively. If you have questions about the funding for your ESA student please call (602) 364-1969.